

**Purpose:** The purpose of these operational procedures is to provide a guideline to assist emergency responders called upon to lock out & tag utilities during emergency operations. These procedures shall also be applied by personnel assigned to routine in-station maintenance duties involving electrically or mechanically powered equipment. These guidelines will provide personnel the ability to initiate safe and proper actions in a controlled work environment as required by OSHA 29 CFR 1910-147.

**Administration:** The Fire Chief, Deputy Chief of Operations and Deputy Chief of Health & Safety will have joint responsibility of this policy within the scope of their job descriptions.

**Policy:** Upon being assigned to lock out and tag out utilities the lockout & tag out crew shall be responsible to locate the mechanical room and locate machine/equipment controls to be shut down. The crew may obtain assistance from maintenance personnel if available, who can assist in identifying the proper utilities.

The crew shall be equipped with a portable radio, lockout & tag out kit and a hand light. The crew may also be equipped with a small tool box.

When instructed by the Incident Commander, turn off/shut down power or otherwise secure mechanical devices in a normal manner by throwing breakers, moving levers down/off and/or closing mechanical operating devices. Ensure these devices are in the "off" or "safe" position, and that no stored or residual energy remains.

Place the lock out hasp through the hole provided on the lock out device. Since the holes line up when in the off position, this holds the device(s) in a "safe" or "off" position.

Use the wire tie to attach a lock out tag to the hasp/lock. This identifies the utilities as out of service, locked/tagged and unavailable for use. Verify the isolation and de-energizing of machinery or equipment and notify the Incident Commander that lockout & tag out is complete. Operations shall not begin until such time as Command has been notified that lockout & tag out has been completed, and so orders the start of the operations.

The key(s) shall remain in the possession of the individual or crew leader responsible for the lock out/tag out assignment.

If staffing permits, leave one person with a radio at the mechanical room to "guard" the system.

Power may not be restored without the direct authority of the Incident Commander. Permission to restore power shall only be given to the individual or crew leader responsible for the lock out/tag out assignment, only these individuals may remove the lock out/tag out system at the end of the operation. Permission to restore power shall only be given after Command has announced to all personnel/units that power is, in fact, about to be restored.

Prior to the removal of the lock out/tag out system and the restoration of power, the individual or crew leader responsible for the lock out/tag out assignment shall complete the following:

- Inspect the work area, or request verification from the Incident Commander, to insure that all non-essential items have been removed and that machine/equipment component are intact and capable of operating properly.
- Inspect the work area, or request verification from the Incident Commander, to insure that all personnel have been safely positioned or removed.
- Notify the Incident Commander that the lock out/tag out system has been removed and await further direction to restore power.